

REPORTING REQUIREMENTS

Pursuant to RCW 43.09.230, Annual Reports are to be certified and filed with the State Auditor's Office (SAO) within **150 days** after the close of each fiscal year.

Statements and Schedules	Special Purpose Districts	
	With annual revenue of \$2 million or more	With annual revenue of less than \$2 million
C-4 Fund Resources and Uses Arising from Cash Transactions	O ¹	See caution
C-5 Fiduciary Fund Resources and Uses Arising from Cash Transactions	O ¹	See caution
C-1 Statement of Activities Arising from Cash Transactions	See footnote 1	See caution
04/05 Revenues and Expenditures/Expenses	O	O
09 Liabilities	O	O
16 Expenditures of Federal Awards and State/Local Financial Assistance	O	O
19 Labor Relations Consultant(s)	O	O
21 Risk Management	O	O
22 Annual Questionnaire for Accountability Audit ²		See footnote 2

O Required to be prepared by special purpose districts and other entities and submitted to the SAO.

Caution

Local governments with total revenues of \$2 million or less are not required to prepare C-4 or C-5 statements. However, the city/county/district must prepare them if debt covenants or grant documents require a financial statement opinion **or** if more than \$500,000 was expended in federal funding and a federal single audit is required. The legislative body of a city/county/district may request an audit of their financial statements if total revenues are less than \$2 million. If this request is made, C-4 and C-5 statements and notes should be prepared. The \$2 million threshold calculation excludes any proceeds from issuance of long-term debt and resources held by the government in its fiduciary capacity. Local governments which choose not to prepare C-4 and C-5 statements, have to have their budgeted information available for the audit.

In most cases, the State Auditor's Office has designed forms to use in preparing the required statements and schedules. A blank copy of each form is included at the appropriate place in each chapter. The use of these particular forms is not required; however, information requested by the form is generally prescribed. Specific instructions accompanying each statement and schedule identify what, if any, detail is optional.

¹ Proprietary special purpose districts may prepare statement C-1 in lieu of statements C-4 and C-5. Proprietary districts generate majority of their revenues from charges for sales of goods and services.

² Local governments with total revenues usually less than \$300,000 are **also** required to submit an Annual Questionnaire for Accountability Audit.